



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Staff and Visitor Meals

POLICY NUMBER: DJJ 114

TOTAL PAGES: 2

EFFECTIVE DATE: 10/26/2016

APPROVAL: Carey D. Cockerell

,COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall establish meal guidelines for staff and visitors. Staff and visitors shall be served the same food as that served to the resident population.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) program.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. All youth worker series staff shall be permitted, free of charge, one meal while on duty during regularly scheduled meal times. If that staff member works an extended shift or overtime, the staff member shall be permitted an additional meal, at no charge, if that meal falls within a regularly scheduled mealtime.
- B. All staff, excluding youth worker series staff, and visitors shall be required to pay a \$2.00 meal charge for each meal eaten in a DJJ facility.
 1. Each Superintendent shall appoint a person in charge of collecting money at the point of sale for each meal.
 2. The money collected shall be placed and kept in a secured, locked box. The box shall be affixed to the wall or maintained by the appointed staff person.

POLICY NUMBER DJJ 114	EFFECTIVE DATE: 10/26/2016	PAGE NUMBER 2 of 2
--	---	-------------------------------------

3. The money shall be transferred to the Fiscal Manager or Fiscal Officer each business day and kept in a secured, locked box or safe until it is deposited or forwarded to the Fiscal Branch.
 4. The Fiscal Manager or Fiscal Officer shall forward a check or money order and a copy of the supporting meal log to the Fiscal Branch at least monthly. The check or money order shall be made payable to the Kentucky State Treasurer.
 5. Any youth worker series staff that would like to purchase an additional meal, outside of what is designated as a free meal, shall be required to pay a \$2.00 meal charge for each additional meal requested.
- C. Each facility shall maintain a daily meal log of staff and visitors eating meals.
1. When purchasing a meal, each staff or visitor shall sign the daily meal log at the point of sale.
 2. The daily meal log shall designate the date and the specific meal. (Breakfast, Lunch, or Dinner).
 3. The daily meal log shall be submitted to the Fiscal Manager or Fiscal Officer daily with the meal money receipts.
 4. At the end of the month the log shall be submitted to the designated person to be kept as records for meals purchased.

V. MONITORING MECHANISM

This activity shall be monitored by the Superintendent or designee. Meal charge receipts shall be monitored by the Fiscal Branch.